eForm Action Types

Contract Additions and Changes

eForm Action Types

Contract Additions and Changes

- Use this form to add the 9/1 to 5/31 contract for new Tenure Hires

Initiate New eForm Request

Initiate New eForms Request

Action

Actions	[blank dropdown ▼]	Status		Request ID
Justification				Request Date

Dropdown options:
- Appointment
- Contract Additions and Changes
- Create Person of Interest
- End Appointment
- Leave Of Absence
- New Position Request
- Retirement
- Return From Leave
- Termination

Processing Messages

Request History

Contact Info

Entered By	
Name	
Phone	
Email ID	
Dept ID	ERVICES

Secondary Co

Name	
Phone	

Notify

Add

On the **Initiate New eForm Request** page, click on **Contract Additions and Changes** from the dropdown box

Contracts: Add New or Change Existing

Action

Actions   [Contract Additions and Changes ▼]   **Status**

*Justification   Add 9/1 to 5/31 Contract for new Tenure Prof

> In the **Justification** box, explain the purpose of the request

Select Emplid and Position Below

Employee Information

Empl ID [6001283409] 🔍 Dracula,Count   Show Current Additional Pay

	Select	Empl RCD	Job Indicator	Company	HR Status	Payroll Status	Eff Date	Action	Reason	Dept ID
1	☑	0	Primary	SAN	Active	Active	08/13/2018	Hire	Hire	AEN004

Effective Date [09/01/2018] 📅

Proposed Job Information

Empl Class   [Regular Faculty ▼]

Pay Group   [UTSA Faculty 9 Month ▼]

Comp Frqncy   [Contract ▼]

*FTE   [1.000000]

*Proposed 9 Mo Academic Rate @ 100%   [6000.000]

Proposed 9 Mo Academic Rate @ FTE   [6000.000]

Proposed Monthly@FTE   [ ]

Expected Job End Date   [ ] 📅   ☐ End Job Automatically

Contracts: Add New or Change Existing

Action

Actions	Contract Additions and Changes ▼	**Status**
*Justification	Add 9/1 to 5/31 Contract for new Tenure Prof	

Request ID

Request Date

Processing Messages

Request History

Select Emplid and Position Below

Employee Information

Empl ID 6001283409 🔍 Dracula,Count

Type in the **Empl ID** for an existing employee

	Select	Empl RCD	Job Indicator	Company	HR Status	Payroll Status	Eff D...			Dept ID
1	☑	0	Primary	SAN	Active	Active	08/13/2018	Hire	Hire	AEN004

Effective Date 09/01/2018 📅

Proposed Job Information

Empl Class	Regular Faculty ▼
Pay Group	UTSA Faculty 9 Month ▼
Comp Frqncy	Contract ▼
*FTE	1.000000
*Proposed 9 Mo Academic Rate @ 100%	6000.000
Proposed 9 Mo Academic Rate @ FTE	6000.000
Proposed Monthly@FTE	
Expected Job End Date	📅 ☐ End Job Automatically

Contracts: Add New or Change Existing

Action

Actions	Contract Additions and Changes ▼	**Status**

*Justification Add 9/1 to 5/31 Contract for new Tenure Prof

Request ID

Request Date

Processing Messages

Request History

Select Emplid and Position Below

Employee Information

Empl ID 6001283409 🔍 Dracula,Count

Show Current Additional Pay

	Select	Empl RCD	Job Indicator	Company	HR Status	Pa~~yroll Status~~	~~FTE~~ ~~Status~~	~~Action~~	~~Reason~~	Dept ID
1	☑	0	Primary	SAN	Active	Ac				AEN004

Effective Date 09/01/2018 📅

> The **Effective Date** will default to the current date, change it to match the contract **Start Date**.

Proposed Job Information

Empl Class	Regular Faculty ▼
Pay Group	UTSA Faculty 9 Month ▼
Comp Frqncy	Contract ▼
*FTE	1.000000
*Proposed 9 Mo Academic Rate @ 100%	6000.000
Proposed 9 Mo Academic Rate @ FTE	6000.000
Proposed Monthly@FTE	
Expected Job End Date	📅 ☐ End Job Automatically

Effective Date 09/01/2018 📅

Proposed Job Information

Empl Class	Regular Faculty ▼
Pay Group	UTSA Faculty 9 Month ▼
Comp Frqncy	Contract ▼
*FTE	1.000000
*Proposed 9 Mo Academic Rate @ 100%	60000.000
Proposed 9 Mo Academic Rate @ FTE	60000.000
Proposed Monthly@FTE	6666.667
Expected Job End Date	📅 ☐ End Job Automatically

Enter the 9 Month Academic Rate

Contract Information

Contract Action	Create New Contract ▼	Contract #
*Pay Type	Faculty 9/9 ▼	
Payment Term	Pay Over 'X' Dates ▼	
*Contract Start Date	09/01/2018 📅	
*Contract End Date	05/31/2019 📅	
Contract Worth	60000.000	

Choose the Pay Type:
Faculty 9/9 (Default)
Faculty 9/12 (salary spread)

Contract Options

☑ Renewal Indic   Renewal Count 99

Faculty Pay Types

- Faculty 9/12
  - Salary paid in 12 equal monthly payments
- Faculty 9/9
  - Salary is paid over a 9 month period
  - Default pay type for new faculty hires

Effective Date 09/01/2018 📅

Proposed Job Information

Empl Class	Regular Faculty ▼
Pay Group	UTSA Faculty 9 Month ▼
Comp Frqncy	Contract ▼
*FTE	1.000000
*Proposed 9 Mo Academic Rate @ 100%	60000.000
Proposed 9 Mo Academic Rate @ FTE	60000.000
Proposed Monthly@FTE	6666.667
Expected Job End Date	📅 ☐ End Job Automatically

Contract Information

Contract Action	Create New Contract ▼
*Pay Type	Faculty 9/9 ▼
Payment Term	Pay Over 'X' Dates ▼
*Contract Start Date	09/01/2018 📅
*Contract End Date	05/31/2019 📅
Contract Worth	60000.000

Enter the Contract Start and End Date

Contract Options

☑ Renewal Indic   Renewal Count 99

Effective Date 09/01/2018 📅

Proposed Job Information

Empl Class	Regular Faculty ▼
Pay Group	UTSA Faculty 9 Month ▼
Comp Frqncy	Contract ▼
*FTE	1.000000
*Proposed 9 Mo Academic Rate @ 100%	60000.000
Proposed 9 Mo Academic Rate @ FTE	60000.000
Proposed Monthly@FTE	6666.667
Expected Job End Date	📅 ☐ End Jo

Contract Information

Contract Action	Create New Contract ▼
*Pay Type	Faculty 9/9 ▼
Payment Term	Pay Over 'X' Dates ▼
*Contract Start Date	09/01/2018 📅
*Contract End Date	05/31/2019 📅
Contract Worth	60000.000

Contract Options

☑ Renewal Indic   Renewal Count 99

Check the **Renewal Indic** box and enter 99 in the **Renewal Count**. This will ensure your contract auto-renew from year to year

Current Funding

Start Date

| Distribution | Chartfields | Project Info |

Ern Cd	Cost Center	Cost Center Descr	Project/Grant	Project Descr	Date

Update the **Proposed Funding** section, if necessary

Proposed Funding   Find First ◄ 1 of 1 ► Last

*Start Date 09/01/2018 📅   ➕ ➖

| Distribution | Chartfields | Project Info |

Ern Cd	Cost Center	Cost Center Descr	Project/Grant	Project Descr	Funding End Date	Distrb %	Est. Expense	
	EGX010 🔍	BUDGET PLANNING & DEVELOPMENT	🔍		📅	100		➕ ➖

▶ **Attachments**

▶ **Comments**

▶ Contact Information

| Save | Submit | Approve | Deny | CallBack | Sendback | Cancel | Copy... | Check Funds |

Current Funding   Find First ◀ 1 of 1 ▶ Last

Start Date

| Distribution | Chartfields | Project Info | ▦▶ |

Ern Cd	Cost Center	Cost Center Descr	Project/Grant	Project Descr	Funding End Date	Distrb %	Est. Expense

Proposed Funding   Find First ◀ 1 of 1 ▶ Last

*Start Date 09/01/2018 📅   ➕ ➖

| Distribution | Chartfields | Project Info | ▦▶ |

Ern Cd	Cost Center	Cost Center Descr	Project/Gra		%	Est. Expense		
	EGX010 🔍	BUDGET PLANNING & DEVELOPMENT			100		➕	➖

▶ **Attachments**

▶ **Comments**

▶ **Contact Information**

| Save | Submit | Approve | Deny | CallBack | Sendback | Cancel | Copy... | Check Funds |

> Click the **Save** button
>
> *This has to be done prior to adding attachments or comments*

click **Add/Delete** to add **Attachments**

▼ Attachments

	Type	Note	Attached File	Attach Date/Time	By
1					

Add/Delete

Click the **Add/Edit** button to add form **Comments.**

All comments will be visible to everyone in the approval chain

▼ Comments

Find First ◄ 1 of 1 ► Last

Add/Edit

Comment By   DateTime